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C.F. 313926

**City of Seattle  
Notice of Appointment**

|   |              |   |
|---|--------------|---|
| <b>Name:</b><br><br><b>W.M. Gillihan</b>  |              | <input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment<br><input checked="" type="checkbox"/> Legislative Appointment<br><input type="checkbox"/> Agency Appointment<br><input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency |
| <b>Residential Neighborhood:</b><br><b>Seattle, WA</b>  | <b>98133</b> | <b>Contact Phone No.:</b><br>N/A  |
| <b>Appointed to:</b><br>Seattle Women's Commission  |              | <b>Date of Appointment:</b>   |
| <b>Authority (Ord., Res.):</b><br>118392  |              | <b>Term of Office:</b><br><b>From:</b> Confirmation<br><b>To:</b> 07/01/15  |
| <b>Background:</b><br><br>Wendy Gillihan earned her Bachelor's degree in Business Administration from Westminster College and her Associate of Applied Science in Accounting from North Seattle Community College. She currently works as a Consultant through her company Gryffin Business Solutions providing assistance to entrepreneurs and non-profits around the Puget sound and volunteers as an instructor at the Seattle branch of the Small Business Administration. While she has an interest in a range of women's issues, her passion is in creating change that provides opportunity rise above the limitations created by poverty. She is motivated by her own experiences growing up in a low-income household. Also, she is inspired to act as a granddaughter of a first generation Hungarian-American who overcame her coal miner's daughter start to work in both the public and private sector at a time when few women had the opportunity to do so. She is dedicated to helping empower marginalized women to achieve their definition of success. |              |   |
| <b>Authorizing Signature:</b><br><br>  |              | <b>Name and Title of Officer Making Appointment:</b><br><br>Councilmember Bruce Harrell   |

# **WENDY GILLIHAN**

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## **SUMMARY OF QUALIFICATIONS**

- Skilled in all aspects of accounting and human resources for small business and nonprofit organizations.
  - Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
  - Excellent computer skills; proficient with Microsoft Office Suite, Sage MAS 200, ADP HRIS and payroll products, and Intuit products including QuickBooks and able to learn proprietary systems/applications quickly and easily on a Mac or PC.
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## **PROFESSIONAL EXPERIENCE**

**Gryffin Business Solutions – Seattle, WA**  
**Accounting/Human Resources Consultant**

2009 – Present

Provide assistance to entrepreneurs and non-profits in preparing for or responding to audits; creating, reviewing or managing their accounting or human resource systems, improving efficiency and effectiveness and developing and implementing strategies to improve their organizations.

**Small Business Administration – Seattle, WA**  
**Volunteer Instructor**

2009 – Present

Design and teach courses on bookkeeping, taxes and human resources for small business owners.

**UR, LLC – Seattle, WA**  
**Controller**

2006 – 2009

Developed strategies to streamline and manage the daily processes of accounting using ADP products, QuickBooks Pro and MAS 200 for the business taxes and financial reporting. Ensured that all accounting functions were handled according to all relevant laws and company policies. Managed administrative vendors and staff. Created and managed the human resources department and a comprehensive record keeping system. Ensured that all relevant employment laws were followed and that all L&I and Unemployment claims were resolved appropriately. Managed all benefits and benefit renewals including health insurance and 401(k).

**Seattle Institute for Cardiac Research – Seattle, WA**  
**Office Manager**

2004 – 2006

Full charge management of all accounts payable, accounts receivable and general ledger using QuickBooks Pro and MS Excel. Established human resources, recordkeeping and accounting procedures in compliance with 501(c)3 requirements. Reconciliation and allocation of accounts and reimbursed expenses. Managed annual A-133 audit and worked with the auditors to present information to the board members. Logistical coordination for an international research trial.

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## **EDUCATION/CERTIFICATION**

- **Bachelors of Business Administration**  
Westminster College
- **Associates of Applied Science in Accounting**  
North Seattle Community College
- **Certified Public Accountant Candidate**  
Washington Board of Accountancy
- **Professional in Human Resources (PHR)**
- **Certificated Public Bookkeeper (CPB)**
- **Certified QuickBooks Pro Advisor**
- **Notary Public**

# Seattle Women's Commission

July 2014

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, 2-year terms\*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council -1-year term-appointed in September

| D* | G | Name              | Appointed | Term Ends | Term #          | Position    | Appointed By |
|----|---|-------------------|-----------|-----------|-----------------|-------------|--------------|
| 3  | F | Mercedes Elizalde |           | 07/01/16  | 1 <sup>st</sup> | CO-Chair    | City Council |
| 2  | F | Phyllis Lewis     | 09/30/13  | 07/01/15  | 1 <sup>st</sup> |             | City Council |
| 2  | F | Mergitu Argo      |           | 07/01/16  | 3 <sup>rd</sup> |             | City Council |
| 6  | F | Liz Kellogg       | 09/30/13  | 07/01/15  | 1 <sup>st</sup> | Co-Chair    | City Council |
| 6  | F | W.M. Gillihan     |           | 07/01/15  | 2 <sup>nd</sup> |             | City Council |
| 3  | F | Elsa Batres-Boni  | 09/30/13  | 07/01/15  | 1 <sup>st</sup> |             | City Council |
| 1  | F | Maha Jahshan      |           | 07/01/15  | 2 <sup>nd</sup> |             | City Council |
|    |   | VACANT            |           | 07/01/14  | 1 <sup>st</sup> |             | City Council |
| 6  | F | Alison Mondt      | 08/31/09  | 07/01/15  | 2 <sup>nd</sup> |             | City Council |
| 6  | F | Michele Frix      | 03/6 /12  | 07/01/16  | 2 <sup>nd</sup> | Co-Chair    | Commission   |
|    |   | VACANT            |           | 07/01/15  | 1 <sup>st</sup> |             | Commission   |
|    |   | VACANT            | 09/30/13  | 07/01/15  | 1 <sup>st</sup> |             | Mayor        |
| 2  | F | VACANT            |           | 07/01/15  | 1 <sup>st</sup> |             | Mayor        |
| 6  | F | VACANT            |           | 07/01/15  | 1 <sup>st</sup> |             | Mayor        |
| 6  | F | Jaron Reed        | 09/30/13  | 07/01/15  | 1 <sup>st</sup> |             | Mayor        |
| 2  | F | VACANT            |           | 07/01/15  | 1 <sup>st</sup> |             | Mayor        |
| 6  | F | VACANT            | 03/6 /12  | 07/01/14  | 1 <sup>st</sup> |             | Mayor        |
| 6  | F | VACANT            |           | 07/01/14  | 1 <sup>st</sup> |             | Mayor        |
| 1  | F | VACANT            |           | 07/01/14  | 1 <sup>st</sup> |             | Mayor        |
| 4  | F | Roslyn Kagy       |           | 07/01/14  | 1 <sup>st</sup> |             | Mayor        |
| 6  | F | Nicki Oliver      | 09/30/13  | 09/01/14  | 1 <sup>st</sup> | Get Engaged | Mayor        |

|              |          |           |          | (1)      | (2)            | (3)                  | (4)      | (5)                 | (6)      |           |
|--------------|----------|-----------|----------|----------|----------------|----------------------|----------|---------------------|----------|-----------|
|              | Men      | Women     | Vacant   | Minority | Asian/American | African/<br>American | Latino   | Native/<br>American | Other    | Caucasian |
| Mayor        | 0        | 2         | 7        | 1        | 1              | 1                    | 0        | 1                   | 0        | 1         |
| Council      | 0        | 8         | 1        | 5        | 1              | 2                    | 2        | 0                   | 0        | 3         |
| Commission   | 0        | 1         | 1        | 0        | 0              | 0                    | 0        | 0                   | 0        | 1         |
| Get Engaged  | 0        | 1         | 0        | 0        | 0              | 0                    | 0        | 0                   | 0        | 1         |
| <b>Total</b> | <b>0</b> | <b>12</b> | <b>9</b> | <b>6</b> | <b>2</b>       | <b>3</b>             | <b>2</b> | <b>1</b>            | <b>0</b> | <b>6</b>  |

\*The Get Engaged youth program Commissioner serves a single term of one year.

\*\*Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.